



Project | SEARCH

- **Activity Network Diagram**

- To find the most efficient path to completing a project
- To realistically schedule its completion
- To graphically show the total completion time, task sequence and critical tasks to monitor

- **Affinity Diagram**

- To create the PS Team
- To align our purpose for doing Project SEARCH
- To generate a large number of ideas or issues and then organize and summarize them for action

- **Brainwriting 6-3-5**

- To provide time and space for teams to thoughtfully generate a large number of ideas
- To find unusual connections and combinations of ideas

- **Plus Delta**

- To capture facts and feelings of a group
- To review any process or event
- To keep building consensus for change, goals, new ways of working together

- **Activity Network Diagram**

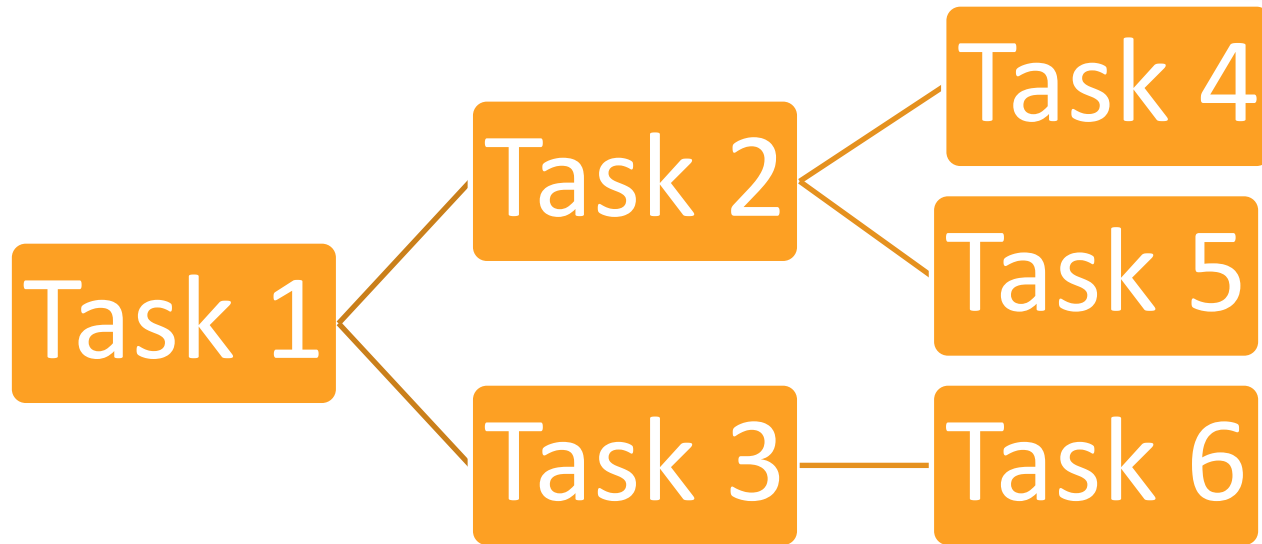
- To find the most efficient path to completing a project
- To realistically schedule its completion
- To graphically show the total completion time, task sequence and critical tasks to monitor

How to do Activity Network Diagram

- Gather team members that will be involved or who have knowledge
- Brainstorm all tasks needed to complete the project on sticky notes
- Identify the first task and put on far left of wall
- Determine if there is any tasks that can be done at the same time as the first task

Activity Network Diagram continued

- Determine Step 2 to be accomplished in the project
- Again, ask can other tasks can be done at the same time?
- Repeat this process until all recorded tasks are placed in sequence left to right and parallel



Number each task, draw connecting arrows and agree on times for each task

- Group practice
 - Creating a Project SEARCH timeline for a new site



Affinity Diagram

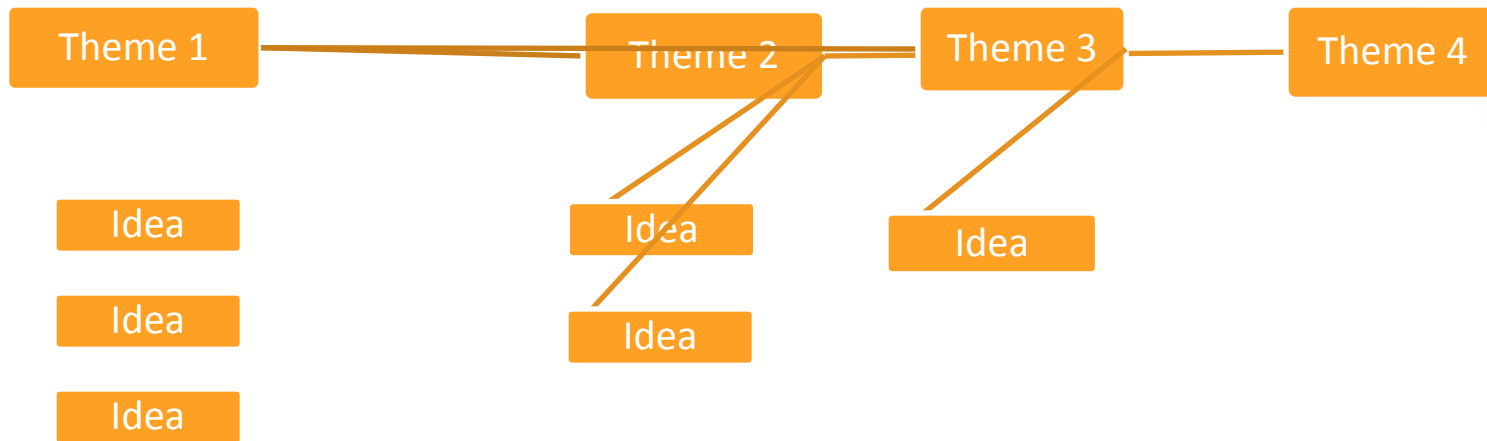
- Planning tool to encourage creativity and ownership in the decision (from every level)
- Helps establish new groups to work on ideas or difficult problems
- Breaks down long standing communication barriers and supports natural breakthroughs

How to do Affinity Diagram

- Gather team members that will be involved or who think they share a common problem
- Pose the focus question and ask each person to write their own list of 10 from their perspective
- Pair up and negotiate the top 5 between 2
- Write each 1 on a large Post It and cluster them on a large wall

Affinity Diagram continued

- Keep moving Post Its so columns go together naturally – Keep double checking with the group
- Name the columns with over-arching themes – Action statements are the best
- Type up the Diagram and circulate ASAP



Group each idea in columns that go together and help group members take action

- Group practice
 - Focus question:
How are we going to conduct our meetings?

Brainwriting 6-3-5

- Interesting form of brainstorming using individual writing and talking

Brainwriting 6-3-5 continued

- Consider size of the team and clarify the topic
- Hand out blank 6-3-5 worksheets to each person
- Record the problem statement and the top and write 3 ideas in the top row
- Pass the worksheet to the person on the right until completed

- Group practice
 - Session topic:
How can we achieve 100% job success?

Plus Delta

- Useful for reviewing or problem solving any process or approach
- Honors the things that are working well as well as listing the things that need action

When to use Plus/Delta

- After internships with managers
- After internships with students
- At the end of the year
- After an event such as Open House

How to do Plus Delta

- Assemble the team and clarify the topic of the session
- List the things that are working well and those that need to change
- Set goals and actions to make the changes needed

Plus Delta

+ What went well?	△ What would you change?	Goals and Activities

- Group practice
 - Session topic:
Building on our last Project SEARCH year

- Enjoy!
- Try one next week and let us know how you get on
- Remember: They don't have to be done perfectly

Susie and Anne

Get in touch with us or get your own Memory Jogger...



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